

## **14c Educational Visits and School Journeys Policy**

This policy applies to the whole school, including our Reception and Nursery classes, and is written having regard to the legal requirements and the statutory guidance contained in the Early Years Foundation Stage (“EYFS”).

### **1 Introduction**

- 1.1 All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.
- 1.2 In our school we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.
- 1.3 We give details of these visits and activities to parents at the beginning of each school term in our School Calendar. We plan other activities as the school year progresses, and inform parents of these in due course.
- 1.4 This policy has been drawn up having regard to the DfES Guidance 1998 updated 2001 “Health and Safety of Pupils on Educational Visits” (“HASPEV”). A copy of this document is available from the school’s Educational Visits Co-ordinator (“EVC”).
- 1.5 The EVC maintains a list of educational visits and activities that take place at Park School.

### **2 Roles and responsibilities**

- 2.1 The School Board retains overall responsibility for the health and safety of all pupils, staff and visitors at Park School and consequently during all school visits. It is expected to ensure that the Headteacher and other staff are supported and monitored in matters connected with educational visits. The Bursar acts as the member of the School Board leading Health & Safety matters.
- 2.2 The Headteacher and Bursar also have extensive responsibilities to ensure the health and safety of pupils on visits, even when tasks have been delegated to other members of staff.
- 2.3 The Educational Visits Co-ordinator (“EVC”) for Park School is the Health and Safety Officer (currently Ann Passmore). The EVC assists the Headteacher and performs delegated responsibilities to ensure the health and safety of pupils on visits. See 2.7 below for more details of the role of the EVC.
- 2.4 Party Leaders have responsibility for the group at all times during the visit and are therefore also responsible for informing other accompanying staff of their duties.
- 2.5 All staff supervising a pupil on a visit are said to act ‘in loco parentis’ and as such are expected to apply the same standards of care as would a ‘reasonable parent’ acting within a range of reasonable responses.
- 2.6 Schools must be able to show that they have taken reasonable steps to plan visits thoroughly and assess and manage risks, and individual teachers must be able to demonstrate that they have followed the school’s policy and that their responses to an incident were within the range of the reasonable responses of a parent.
- 2.7 The role of the EVC is to assist the Party Leader in the planning and organisation of visits. Party Leaders should involve the EVC from an early stage. The EVC will help ensure that the visit meets the school’s requirements in terms of following this policy, educational objectives and risk assessment. The EVC will also review systems and monitor practice. In such instances where planning or risk assessments are deemed not to be satisfactory, the EVC will request further evidence of appropriate planning from the Group Leader. In cases where this is not forthcoming, the EVC has the responsibility (in conjunction with the Headteacher) to call the visit off.

### 3 Planning and Organisation

- 3.1 All visits should be arranged according to the document entitled “1 – Visit Planning information” and “Park School Off-site Visits guidance” (available from the EVC). In planning visits, reference should be made by Party Leaders to HASPEV (see 1.4 above) and any queries should be discussed with the EVC, the Headteacher or the Bursar.
- 3.2 Important aspects of the planning that must not be overlooked include the following:
- Party Leaders organising a visit involving water (whether sea, lake or river) must familiarise themselves with the document entitled ‘Group Safety at Water Margins’ (available from the EVC). Party Leaders are expected to have given a hard-copy of this document to other staff on the trip.
  - Farm Visits are special cases and advice should be sought from the EVC when planning a farm visit.
- 3.3 Teachers, subject co-ordinators and the Headteacher agree the corresponding programme of visits and activities generally in advance of each academic term. The Registrar should be given a Trip form the term which precedes the visit. The Bursar’s authorization should be sought for all costs including staff overtime.
- 3.4 A risk assessment will be done for all outside visits and given by the Party Leader to the EVC. Once the risk assessment has been approved by the EVC, it should be distributed to all adult helpers. When a visit is repeated the assessment may be re-used but it is essential that the assessment is reviewed by the Party Leader and appropriate accompanying staff. In the case of a risk assessment being re-used, please edit the document on-line and track changes. The School’s Missing Child Policy must be included on all risk assessments.
- 3.5 When visiting an outdoor education centre or undertaking hazardous activities, Party Leaders should include in their risk assessment confirmation that they have received satisfactory assurances that the staff leading those activities are suitably experienced and qualified.
- 3.6 All special educational or medical needs and/or requirements of staff, volunteer helpers and pupils, need to be established and catered for.
- 3.7 Parents need to be informed of any activities that take children off the school site.
- 3.8 Parental consent is only required for the following types of educational visits:
- Overnight visits
  - Overseas visits
  - Visits involving a higher degree of hazard/risk than daily life at Park School (Where this is the case, the nature of the activities are clearly explained to parents so that they can consent to them)
  - Visits that involve additional cost to the parents.
  - All visits that involve Nursery and Reception children
- As part of the admissions procedure when pupils join the school, parental consent is obtained to all other external school visits.
- 3.9 For visits that are completed during the normal school day, there must be a nominated contact who will be back at school during the visit (the “School Contact”). The school mobile phone contact for the Party Leader is left with the School Contact.
- 3.10 For visits that include periods of time that are outside of the normal school day, there must be a contact who can be contacted at home (the “Out of Hours Contact”). That person must be provided with full details of the visit (as well as the mobile phone contact for the Party Leader). The ‘Out of Hours Contact’ will normally be the Headteacher or the Bursar.
- 3.11 Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. Teachers must ensure that the pupils understand key safety information.
- 3.12 It may be appropriate to hold a meeting for parents prior to a visit, where details of the visit can be

explained and where parents have the opportunity to ask questions. This is particularly relevant for residential visits.

#### **4 Supervision, ratios and vetting checks**

- 4.1 There are recommended supervision ratios on educational visits. Supervisors may include other school staff, activity provider's staff or parent volunteers. The supervision needed on a particular visit will be largely influenced by the educational objectives and the results of the risk assessment. Other factors that need to be taken into account are the nature of the visit and activity, the experience of the supervisors, the needs, including any medical/special educational needs, and age of the group, the environment and conditions in which the visit will take place and the nature of the venue.
- 4.2 All staff employed by Park School will have undergone appropriate vetting checks.
- 4.3 The school holds a list of parent visit helpers who have been DBS checked by the school, and are on the Update Service
- 4.4 All adult supervisors should ensure that they are not alone with a pupil wherever possible.

#### **5 Residential activities**

- 5.1 All children in Years 5 and 6 have the opportunity to take part in residential visits, which are in school time and linked to the National Curriculum. The Year 5 residential visit enables children to experience life in historical times. The Year 6 residential visit enables children to take part in outdoor and adventure activities as part of their PE work and they practise their ICT skills as well. All specialist activities are undertaken with qualified instructors.
- 5.2 A cost per child must be obtained from the Bursar before the residential visit.
- 5.3 A letter containing details of the visit and the cost must be sent out to parents. Parents must sign and return a form giving their agreement to pay for the trip and to allow their child to go on the visit.
- 5.4 Parents are asked to fill in medical information forms. These forms are taken on the visit by the Party Leader and copies left with the Out of Hours Contact.

#### **6 Transport**

- 6.1 We only hire those companies whose coaches have individual seat belts. We instruct all children travelling by coach or minibus to wear a seat belt. Any minibus required for a visit needs to be booked out via the Trip Authorisation Form and availability of an approved driver(s) ascertained.
- 6.2 In Year 2 and below, there should normally be 2 adults in a minibus. For Year 3 and higher, we acknowledge that there may be one member of staff in a minibus to have responsibility for up to 16 pupils (e.g. a football team on an away match). If this is the case clarification should be sought from the EVC or Bursar.
- 6.3 In Exceptional circumstances private vehicles driven by members of staff are used to transport pupils. It is acceptable for only one member of staff to be in each car. The Party Leader should check that the EVC has the appropriate assurances re licence and vehicle roadworthiness with respect to the relevant member of staff. Unless unavoidable, a member of staff should not be travelling alone with a single pupil.

#### **7 First Aid**

- 7.1 All visits must be accompanied by a qualified first aider. The person in charge should take a list of the pupils' medical information, medicines, school contact phone and a first aid kit suitable for the type of visit.
- 7.2 Where there are pupils from Reception and/or the Nursery, at least one member of staff must have a paediatric first aid certificate.

## **8 Contact details for staff and pupils on the visit**

- 8.1 During the normal school day, the school office has all staff and pupil contact details and it will normally be sufficient for supervising staff to have a the medical list.
- 8.2 However, for all visits that take place outside the normal school day, contact details of parents are taken by the Party Leader. Next of kin contact details of volunteer supervisors are also required.

## **9 Emergency Procedures**

- 9.1 The following Emergency Procedures must be included with the Risk Assessment
- Emergency plan (templates are in the Shared Resources)
  - Emergency contact details which can be accessed via the school office who will inform Headteacher or Bursar
  - Contact details for the Party Leader who must be contactable at all times
  - School's Missing Child Policy (templates are in the Shared Resources)
- 9.2 As part of the admissions process when pupils join the school, parents agree to their child receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

## **10 Insurance**

- 10.1 Park School carries significant insurance cover but it is the Party Leader's responsibility to check with the Bursar that a specific visit or activity will be covered on the policy.
- 10.2 The minibuses and the minibus drivers are insured to transport children.

## **11 Review**

- 11.1 It is important that Party Leaders evaluates the trip and shares this with the EVC as soon as possible after the visit. Party leaders should share photos on the school network for the newsletter.

## **12 Publicity**

- 12.1 It is important that Party Leaders organise for the visit to be "publicised" after the event and that other follow up is done. Where possible, a display of the visit should be mounted and a report and photos provided for the school magazine and, where appropriate, the local press.

Signed:

Date: